

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** SR COORDINATOR FINANCE ACCOUNTING **Date:** 01/14/99  
**Position Level:** 9 **FLSA Status:** Nonexempt **Class Code:** 9-16

Unknown

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### GENERAL DESCRIPTION

Reviews incoming invoices and ensures proper delivery and service. Correct problem matters involving payment to vendors/contractors. Monitors the Division budget(s) regarding expenditures and balances. Handles and monitors centralized phone system and radio for the department in the Lower Keys.

Unknown

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### KEY RESPONSIBILITIES

1. \*Reviews and monitors invoices to ensure completion and delivering of items or service.
2. \*Corrects and ensures payment to vendors and contractors.
3. Answers incoming calls.
4. Coordinates with the work crews over radio.
5. \*Balance account funds.
6. Obtains P.O.'s for departments as necessary.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SR COORD, FINANCE & ACCTG	<b>Class Code:</b> 9-16	<b>Position Level:</b> 9
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_